

SPECIAL ED TRUSD Professional Development Request Form

Date of Request:	Requested By:	Department:
Title of Event:		
Date of Event:	Workshop Hours: (Example: 8:30-3:30)	Any repeat sessions? <input type="checkbox"/> NO <input type="checkbox"/> YES Please List:
What Board Initiative, Compliance area, or TRUSD Core Belief does your PD support? Core Beliefs: All students should graduate college and career ready. All students should have a safe, clean and secure environment that is free of bullying and that creates opportunities for learning. Student engagement is critical to student success. Partnerships with all stakeholders are vital to student success. TRUSD should be fiscally sound and maximize resources for student success. TRUSD should honor diversity and create equity across the district. TRUSD should identify, recruit, retain and develop the best employees. (Example: The Master Scheduling PD aligns with the Board’s core belief in equity for all students.)		
Location Needs, Number of Participants, Target Audience: (Example: 10th grade ELA teachers, 55 people, 1 large room for all, with a second room for small group break out. Site preferences can be listed here, too.)		
Funding Source request and prior-approval signature if needed: (Example: Title 1/Dr. Grace)		
Are you providing your own facilitator/trainer? <input type="checkbox"/> YES Name: _____ Contact Info: _____ <input type="checkbox"/> NO Please give details of whom you would like to request:		
Who will be your District Personnel on the premises? Please explain:		
Does your PD require substitutes during the workday? <input type="checkbox"/> NO <input type="checkbox"/> YES Please explain:		

Your request must be received no later than 30 calendar days prior to the date desired. If less than 30 days, your request may not be granted due to conflicts with TRUSD resources. Monday/Friday dates are **highly discouraged**. **All events must have prior approval by the PD Department.** Submit requests to Mary Gerwer; email or hardcopy is acceptable.

Mary Gerwer, Program Specialist

Received Date

Lauren Odell, Executive Director of Professional Development

Approved Date



PROVIDE A BRIEF OVERVIEW OF YOUR EVENT:

This will be published in My Learning Plan

NEEDS FOR YOUR EVENT

Supplies/Materials:

- Easel How many? _____
- Chart Paper How many? _____
- Laptops How many? _____
- Presenter Laptop
- Markers
- Dry Erase Markers
- Post-Its
- Index Cards
- Scissors
- Tape
- Glue
- Projector
- Screen
- SMART Board on/ready
- Presenter Table

- Lapel Microphone
- Sign-In Table (The PD event MUST have an agenda and Sign in Sheet. Copies must be given to Mary Gerwer).
- Food/Snack Table
- Food/Snacks (Title 1 Funds cannot be used)
Please List: _____

Personnel (may run additional costs):

- Custodial support
- IT support
- Other Needs
